

HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316

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**STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT**  
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**ANNOUNCEMENT NUMBER: SWR-04** (This announcement supercedes all previous announcements (SWR-03))

**POSITION TITLE: RECRUITER**

**GRADES:** E4 with PLDC/SGT/E5 - SFC/E7 **DMOS:** 79T20/30/40

**FEMALE ASSIGNMENT ELIGIBILITY:** YES

**UNIT:** Det 4, HQ STARC VaARNG (Recruiting & Retention)

**LOCATION:** TBD

**OPENING DATE:** 1 October 2003 **CLOSING DATE:** 30 September 2004

**POC FOR ADDITIONAL INFORMATION:** CPT Hunt at (434) 298-6337, or DSN 438-6337, or e-mail Mrs. Brenda Ralls at [brenda.ralls@va.ngb.army.mil](mailto:brenda.ralls@va.ngb.army.mil)

**WHO MAY APPLY:** Open to all AGR/Military Technicians/Traditional members of the Virginia Army National Guard. Individuals must be in the grade of SGT/E5 through SFC/E7. Applications will be accepted from SPC/E4's eligible for immediate promotion to SGT/E5 upon assignment. Applicants must either have a GT score of 110 or a minimum GT score of 100 with a minimum ST score of 100. These scores must be documented on your certified DA Form 2-1 or MEPCOM from 714A.

**Length of Tour:** Three (3) years. Selected individual will be required to remain in this position for a period of 3 years. Members successfully completing their initial tour will be afforded priority for tour extension as a career recruiter or possible placement into other AGR FTM positions after completing initial tour.

**QUALIFICATION REQUIREMENTS:**

1. Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.
2. Must meet medical standards prescribed by chapter 2, AR 40-501 and physical standards prescribed by AR 600-9 prior to being appointed to the position.

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3. Selected individual must extend for a period equal to the AGR tour length.
4. If not already AGR, the individual must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service. If you have more than 17 years of active federal service a waiver is required.
5. Individual must be eligible or possess a secret security clearance.
6. Must not be a candidate for elective office, holding a civil office (full or part-time), or engaged in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.
7. Must successfully complete 79T training within 1 year of assignment.
8. Must have a valid civilian driver's license with no record of careless, reckless or unsafe driving.
9. Must have no current credit problems or bankruptcy within the past five years.
10. Not currently nor have previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type. No alcohol related incidents within the past 5 years such as DUI, DWI, or drunk and disorderly.
11. If you are a sole parents, a legal guardian, or are married to a member of any branch of armed service, you may apply and you will be considered on a case by case basis. You must submit a family care plan with your packet.
12. Must relocate, if not already living within a commuting distance of 45 miles/minutes from home of record to recruiting duty station.

**Additional Information:** Applicant will be required to sign a statement of understanding during the board process. This statement indicates that you understand that if you are offered a position and you are not onboard/assigned within 60 days of the date you accepted the position the job offer can be withdrawn.

VAHR-M

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**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs (a letter of recommendation from the unit commander for E-4s). If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation from your commander in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Photograph in Class A uniform (taken within the last 12 months)
5. Documentation to support all periods of duty/service creditable for retirement (**DD Forms 214, certified 1506, or NGB Forms 23/23B**)
6. Geographical Preference Sheet
7. Any additional information the applicant may wish to submit.
8. Driving Record Report and Proof of Insurance (dated within 30 days).
9. Current physical (SF88 and SF 93) or DD Form 2807-1 and DD 2802 completed in last five years.
10. Family Care Plan (If applicable).
11. Statement of Understanding

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316. Applications will be held for one year from receipt and considered as vacancies occur. Do not submit application packets in notebooks, folders, document protectors, or with any other form of binding.

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer